

*Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.*

### **AEBG Implementation Meeting**

Downtown Central Library, 222 E. Harvard Street, Glendale  
July 20, 2017 ♦ 1:00pm-3:00pm

### **Agenda**

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Alfred	5 min.
II.	Public Comments	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for June 20, 2017	Alfred, Scott,	5 min.
IV.	Discussion & Next Steps	A. Partner Training B. Annual Plan C. Unscheduled Business 1) Announcements & Discussion 2) Next meeting date: August 24, 2017	Alfred MaryAnn Consortium Team	15 min.
V.	Committee Reports	A. Committee Updates and Feedback	Consortium Team	15 min.
VI.	Host Presentation	A. Tour of Central Library	Juan Guillermo & Team	60 min.
VII.	Adjourn	Adjourn: 2:45pm		



**GlendaleLEARN  
Glendale Community College District  
Regional Consortium**

**AEBG Implementation Meeting**

Garfield Campus

June 22, 2017 ♦ 1:00pm-3:00pm

**Members:** Scott Anderle, Alfred Ramirez, Judith Velasco

**Partners Present:** Tiffany Nakawatase, Naomi Sato, Rasheedah Scott, Alana Theard, Jason Schlatter, Joylene Wagner, Jan Young

**Glendale LEARN Staff** MaryAnn Pranke

**Minutes**

<b>Agenda Item</b>		<b>Purpose</b>
<b>I.</b>	<b>Introduction</b>	A. Welcome & Introductions 1) Alfred welcomed the group and opened the meeting.
<b>II.</b>	<b>Public Comments</b>	A. Community Comments 1) Joylene announced that a fundraiser for Communitas was taking place today, June 22 <sup>nd</sup> at IHop. She encouraged attendees to dine at the restaurant and a percentage of revenue for the day would be donated to the organization.
<b>III.</b>	<b>Minutes</b>	A. Review & Approval of Minutes for March 18, 2017 1) Minutes unanimously approved as presented.
<b>IV.</b>	<b>Discussion &amp; Next Steps</b>	A. Unscheduled Business 1) Scott Anderle reported that he conducted a Student Services Presentation to staff. He also announced that the district is moving to restorative justice due to reduced drop outs and expulsions.  2) Alfred reported that summer ESL courses are completely full. They are looking for additional instructors with Master's and TESL. He also shared that a new Division Chair was hired: Megan Ernst. New construction will begin at Garfield to renovate 3 <sup>rd</sup> floor. They are also looking at purchasing additional surrounding property to increase parking as well as classroom space.  3) Naomi announced that VESL courses will be offered at the VJC beginning in the fall. She anticipates that classes will be Level 3 and students will have access to all Verdugo Jobs Center (VJC) services including the onsite job recruitments held weekly.  4) Jan reported that only seven students were enrolled in College and Career Pathways course. MaryAnn offered to contact Nancy at DOR to see if more students could be referred. The goal is to increase number enrolled to 15.

		<p>5) Jason announced that fundraiser Martinis and Masterpieces would take place on August 4<sup>th</sup> at the Central Library. He announced that he is partnering with organizations such as Wellness Works to serve veterans. They are using three mobile Jumpstart Centers to reach out and provide services to veterans.</p> <p>6) Tiffany N. announced that two CTE events would be taking place for high school students to introduce them to training and career options.</p> <p>7) MaryAnn announced that the Verdugo Workforce Development Board was awarded another Disability Employment Accelerator Grant to continue enrolling students into Uniquely Abled Academy as well as other career training opportunities. AEBG supports the program with soft skills training and job search assistance provided by the VJC.</p>
<b>V.</b>	<b>Committee Action Planning</b>	<p>A. Committee Updates &amp; Breakout Groups</p> <p>1) Tabled to next meeting</p>
<b>VI.</b>	<b>Adjourn</b>	3:00pm

## Glendale Community College Regional Consortium

### AEBG Implementation Action Plan

Committee: Professional Development				
<b>Activities:</b> <ul style="list-style-type: none"><li>• Develop professional development plan</li><li>• Coordinate training to align adult basic education and secondary education with K-12 and credit</li></ul>		<ul style="list-style-type: none"><li>• Identify online seminars and webinars</li><li>• Conduct survey to gather input from all partners</li><li>• Coordinate training in: Serving the AWD Population</li></ul>		
<b>Action:</b>				
<b>Project Leader:</b>				
<b>Measure(s):</b> <ul style="list-style-type: none"><li>1. Number training sessions held: 12</li><li>2. Number attendees per session: 20</li><li>3. Evaluation results: 95% satisfaction</li><li>4. Competency achievement: 100%</li></ul>				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop needs assessment survey	11/30/16	11/5/16	MaryAnn
2.	Conduct needs assessment	11/30/16		MaryAnn
3.	Partner Presentations each month	10/31/16	On-going	MaryAnn
4.	Training: Working with AWD	12/31/16		MaryAnn
5.	LMI presentations on a quarterly basis	11/30/16		MaryAnn
6.	Develop Professional Development Plan	12/31/16		MaryAnn
7.	Establish Calendar for events	12/31/16		Tiffany
8.				
9.				
10.				
11.				
12.				
13.				
14.				

## Glendale Community College Regional Consortium

### AEBG Implementation Action Plan

Committee: Career Pathways				
<b>Activities:</b> <ul style="list-style-type: none"><li>• Coordinate more noncredit to credit pathways</li><li>• Provide workshops for recent immigrants</li><li>• Outreach to GUSD</li><li>• High School Collaborative: create more transitions and pathways</li><li>• Expand GED to Credit Managed Enrollment</li></ul>		<ul style="list-style-type: none"><li>• Expand pre-assessment courses</li><li>• Offer cultural acculturation workshops</li><li>• Establish laptop lending program at Garfield and Library</li><li>• Identify existing career pathways</li><li>• Identify adult education courses that can be incorporated into existing career pathways</li></ul>		
<b>Action:</b>				
<b>Project Leader:</b>				
<b>Measure(s):</b> <ul style="list-style-type: none"><li>1. Hold 10 acculturation workshops in 2016-17 with average 20 participants in each</li><li>2. Develop 2 career pathways</li></ul>				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop tracking and reporting system through CalJOBS	11/30/16		MaryAnn
2.	Design Integrated Education & Training flow	11/30/16		MaryAnn
3.	Coordinate services with Glendale Library	11/30/16		Lora, MaryAnn
4.	Review curriculum for acculturation workshops with ARS	6/30/16	6/30/16	Sona, MaryAnn
5.	Schedule acculturation workshops beginning in November	10/31/16		Sona
6.	Complete industry sector intelligence research for: IT, manufacturing, healthcare and service	12/31/16		Tiffany
7.	Conduct staff training on industry sector strategies and career pathways	12/31/16		MaryAnn
8.	Review industry sector intelligence reports	12/31/16		Tiffany
9.	Co-lead industry sector focus groups to gather input on workforce development needs	03/31/17		Committee
10.	Analyze results of focus groups to identify career pathways	04/30/17		Tiffany
11.	Develop plan for career pathways priorities	6/30/17		Committee

## Glendale Community College Regional Consortium

### AEBG Implementation Action Plan

<b>Committee: ESL &amp; Contextual Curricula</b>				
<b>Activities:</b> <ul style="list-style-type: none"><li>• Expand ESL program</li><li>• Hire ESL instructor</li><li>• Develop strategy for incorporating contextual ESL in existing career pathways</li></ul>		<ul style="list-style-type: none"><li>• Develop contextual ESL curriculum for career pathways</li><li>• Identify visible potential sites for offering classes within GCC District</li><li>• Offer ESL classes at various sites</li></ul>		
<b>Action:</b>				
<b>Project Leader:</b>				
<b>Measure(s):</b> <ul style="list-style-type: none"><li>1. Offered ____ extra ESL Classes and/or hours in 2016-17 in region compared to 2015-18</li><li>2. Hired ____ additional ESL faculty for 2016-17</li><li>3. Offered ____ ESL classes at various sites during 2016-17</li><li>4. Identified ____ site for possible ESL classes</li><li>5. Develop ____ curricula for career pathways</li><li>6. Implemented career curricula in ____ ESL classes</li></ul>				
<b>Task / Key Results Area</b>		<b>Target Due Date</b>	<b>Date Done</b>	<b>Task Leader</b>
1.	Expansion of GCC’s ESL offerings from 6-10 weeks	6/1/16	6/20/16	Robiglio
2.	Hired FT Vocational ESL instructor	6/1/16	6/1/16	Robiglio
3.	Expansion of ESL program at 2 new locations for fall 2016: Maple Park and Pacific Park	6/30/16	8/31/16	Alfred, Robiglio
4.	Creation of ESL curriculum for Career Pathways	6/8/16	6/8/16	Hamilton, Robiglio
5.	Opening of 6 new classes for fall 2016	8/29/16	9/29/16	Robiglio
6.	Develop strategy for incorporating contextual ESL in Career Pathways	9/30/16		Sato, Robiglio
7.	Expansion of class offerings at IRC	9/30/16		Hovsepian, Robiglio, Pranke
8.				
9.				
10.				

## Glendale Community College Regional Consortium

### AEBG Implementation Action Plan

Committee: Programs for Adults with Disabilities				
<b>Activities:</b> <ul style="list-style-type: none"><li>• Coordinate programs for adults with disabilities</li><li>• Counsel DSPS students: Provide counseling to AWD students on site</li><li>• Identify available services from AEBG partners (i.e. DOR, Regional Center, etc.)</li></ul>		<ul style="list-style-type: none"><li>• Hire Learning Specialist to assist students in the classroom</li><li>• Develop a system for assessing challenges and identifying disabilities</li><li>• Assist with coordinating AWD Summit</li></ul>		
Action: Career & College Pathways for Adults with Disabilities (C <sup>2</sup> PAD)				
<b>Project Leader:</b>				
<b>Measure(s):</b> <ol style="list-style-type: none"><li>1. Enroll __ of AWDs</li><li>2. Transition ____ AWDs into career pathways leading to employment</li><li>3. Transition _____ to higher education</li><li>4. Wage at placement:</li></ol>				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Review 21 <sup>st</sup> Century Skills from PCC as model	5/20/16	5/20/16	Rick
2.	Hold Committee planning meeting	5/20/16	5/20/16	Rick
3.	Recruit Instructor and Learning Specialist	10/31/16	4/30/17	Jan/Tina
4.	Instructor develops curriculum outline	7/15/16	7/15/16	Tina
5.	Instructor develops curriculum for C <sup>2</sup> PAD	7/15/16	10/20/16	Tina
6.	Develop information flyer for Special Ed staff, DIS staff, Teacher Specialists to inform them of pilot	6/30/16	4/30/17	Rick
7.	Develop referral process & form to be used by K-12, DOR, Regional Center and VJC to refer candidates	7/15/16	7/15/16	Alana
8.	Coordinate pilot launch	8/28/16	4/30/17	Rick/Tina
9.	Refer candidates to pilot	8/1/16	4/30/17	Rick
10.	Coordinate Open House/Orientation	1/2017	5/31/17	MaryAnn
11.	Send Save the Date flyers for Open House/Orientation	1/2017	5/31/17	MaryAnn
12.	Hold Open House/Orientation	1/2017	6/30/17	Committee
13.	Launch Pilot 1	1/2017	6/30/17	Committee
14.	Provide career counseling and workforce preparation classes for Uniquely Abled students	6/28/16	8/26/16	VJC
15.	Provide job placement assistance to UA students	8/26/16	On-going	VJC
16.	Coordinate job interviews for UA students	8/26/16	On-going	VJC
17.	Co-enroll with WIOA OJT salary reimbursement for employers	8/26/16	8/26/16	VJC



## Glendale Community College Regional Consortium

### AEBG Implementation Action Plan

<b>Committee: Marketing</b>				
<b>Activities:</b> <ul style="list-style-type: none"><li>• Create website</li><li>• Develop marketing brochures and pamphlets</li><li>• Create media packet</li></ul>		<ul style="list-style-type: none"><li>• Create ambassador presentation for project</li><li>• Develop marketing plan</li><li>• Develop communication system for key stakeholders</li></ul>		
<b>Action:</b>				
<b>Project Leader: Tiffany Israel</b>				
<b>Measure(s):</b> <ul style="list-style-type: none"><li>a. 100% Completed Plan: A consistent, cohesive and responsive marketing plan</li><li>b. Increase enrollment in AE Classes by 10%:: A student-oriented website that makes information easy to access</li></ul>				
<b>Task / Key Results Area</b>		<b>Target Due Date</b>	<b>Date Done</b>	<b>Task Leader</b>
1.	Create marketing plan	11/17/16		Tiffany
2.	Create brand image: Glendale Learn --- Logo	9/27/16	9/20/16	Tiffany
3.	Website review and edits	11/17/16		Team, Tiffany
4.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets	11/30/16		Tiffany
5.	4a. Create & Print ESL Brochure for GUSD parents	11/15/16		Tiffany
6.	4b. Create & Print Job Skills Brochure for GUSD parents	11/15/16		Tiffany
7.	4c. Create & Print VJC/ OSY Brochures for GUSD	11/15/16		Tiffany
8.	4d. Create Glendale Learn Consortium Program Brochure	9/27/16	9/20/16	Tiffany
9.	Business Breakfast- Managing Today’s Diverse Workforce	9/27/16	9/27/16	MaryAnn
10.	Create Media Packet	12/30/16		Tiffany
11.	Create Ambassador Presentation	12/30/16		Tiffany
12.				



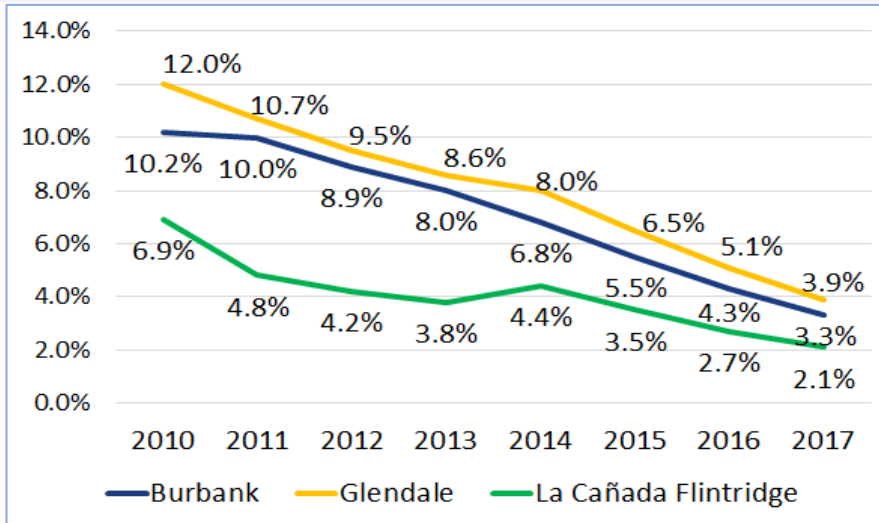
# Verdugo Workforce Development Board

## Labor Report: Verdugo Region

### July 2017

The Verdugo Workforce Development Board envisions an economically vibrant, tri-city region with thriving businesses, youth and job-seekers on career paths that reflect their highest potential.

### Unemployment Rates by City (Residents)



Total Unemployed Residents: 6,100

### Unemployment Rates Comparison

**Verdugo: 3.6%**

**LA County: 4.0%**

**USA: 4.3%**

**CA: 4.2%**

### Verdugo Region Labor Force (Residents)

The unemployment rates for all three cities within the Verdugo Consortium have reached all time lows. Unemployment rates are based on the number of residents living in each city that are unemployed. EDD uses data from several sources to determine unemployment rates: nonfarm jobs data, unemployment insurance claims data, and estimates of new entrants and re-entrants into the workforce. Labor force numbers are also based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of May 2017 is 171,400 workers.



9,600



58,900

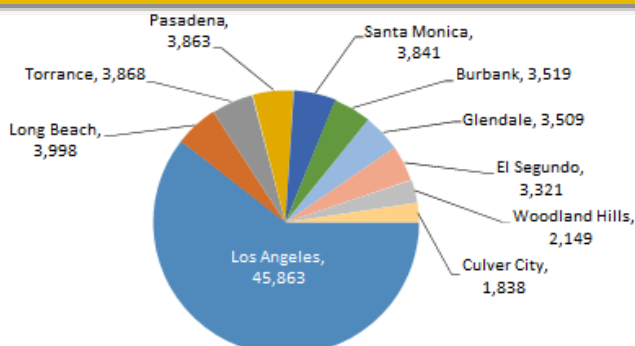


102,900



171,400

### Cities with the Most Job Ads



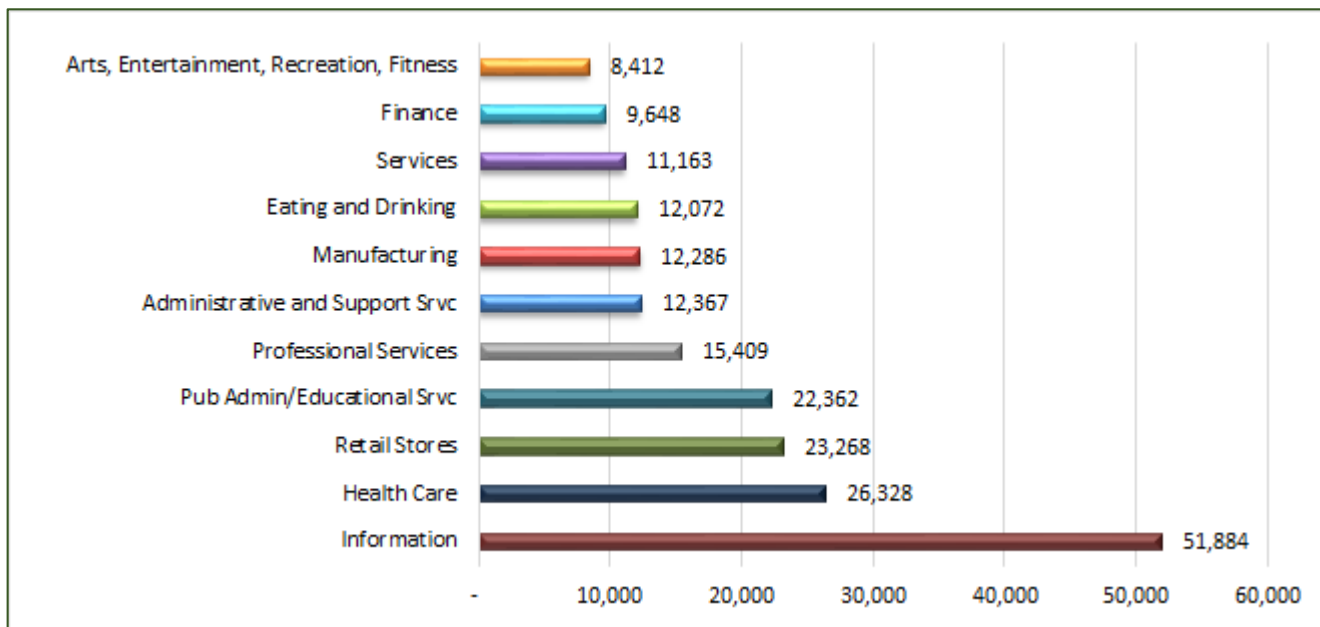
The Help Wanted Online from The Conference Board and WANTED Technologies report the top ten cities in the Los Angeles County with the most job ads. Consistently, Burbank and Glendale are reported amongst these top ten cities with the number of job ads posted for the reporting month. This indicates the economic vibrancy of the businesses in the Verdugo community relative to the other cities located in the region.

# Verdugo Workforce Development Board

## Labor Report: Greater Los Angeles Region

### June 2017

#### Industry Sector Employment Verdugo Consortium – Top 10 Sectors



Employment in the Verdugo consortium by industry sector is determined based on payroll data and the number of employees for firms that are located within the three cities. Employers determine their industry sector by selecting the North American Industry Classification System (NAICS) code when they register with Dunn & Bradstreet. The *Information* sector includes publishing, broadcasting and social media; however, Information Technology falls under *Professional Services*. *Services* includes repair and maintenance as well as personal services such as housekeeping and laundry. *Administrative and Support Services* include office, employment, travel, and security services. The *Information* sector has the highest employment as of 2017 with 51,884 employees in 2017 (based on companies registered with Dunn & Bradstreet). This data also supports the target industry sectors identified by the Verdugo Workforce Development Board (VWDB): *Health Care*, *Entertainment*, *Retail*, *Manufacturing*, and *Professional Services/Information Technology*, all which are included in the top 10 sectors.

#### Top Six Sectors in Verdugo with Employment Gain, 2012 – 2017



Employment gains are determined by the number of employees reported in 2012 and the increase in the number of employees reported in 2017. The top six industry sectors in the Verdugo Consortium with the greatest gains show that three of the VWDB target sectors had the most employment gains: *Information* (which falls under the Entertainment Industry), *Health Care* and *Retail*.



# GOT STRESS?

Join us and learn...

How to deal with everyday stressors.

Understand how Prolonged Exposure of Stress affects your health.

Learn effective stress relieving techniques.

Let go of negativity and start feeling happier!

Saturday, August 5, 2017

11:00am-1:00pm

Downtown Central Library Auditorium

222 East Harvard Street

Glendale, CA 91205



*Sardar Coaching and Consulting*  
[www.melthelifecoach.com](http://www.melthelifecoach.com)

Pre-registration is required.

Space is limited.

Please contact [aeloyan@glendaleca.gov](mailto:aeloyan@glendaleca.gov) or  
818-937-7839 to register

**Presented by Melina Sardar, M.A.**  
**Coach | Trainer | Speaker | Consultant**

Melina Sardar, M.A., CPLC is the founder of Sardar Coaching and Consulting with over 17 year's professional experience in providing professional training with an emphasis on emotional intelligence, self and relationship management, confidence and communication to groups within a diverse population. She has a proven ability to motivate her audiences towards higher success, individual achievement and self-recognition thereby empowering them to act with purpose, and set goals with the pursuit of achieving them. In 2012, Melina received the Business Life Magazine, Women's Achievers Award for her active involvement and volunteer work with Ark Family Center, Inc. a Glendale non-profit serving youth and families where she still volunteers and mentors youth. In addition to being a speaker who is often invited to train and motivate different groups, associations, and organizations, she is also the author of a 21- Day workbook, titled A Woman's Spiritual Healing Experience, "SHE", where she has designed "Self-Care Strategies" for individuals, and professionals who want to grow, feel more confident, heal the past and find more meaning and purpose in their lives.